



**D.C. DEPARTMENT OF GENERAL SERVICES
REQUEST FOR QUALIFICATION STATEMENTS
SOLICITATION NO: DCAM-13-AE-0157**

**ARCHITECT-ENGINEERING SERVICES FOR THE OFFICE OF PLANNING
OPEN MARKET**

Issue Date:	June 18, 2013
Pre-Proposal:	June 27, 2013
Proposal Due Date:	July 9, 2013 by 2:00 p.m.
Delivery of Proposals:	Department of General Services Contracts & Procurement Division 2000 14 th Street NW - 8 th Floor Washington, DC 20009
Contact:	Annmarie McQueen Contract Specialist Contracts & Procurement Division 2000 14 th Street NW - 8 th Floor Washington, DC 20009 (202) 671-2255

Executive Summary

- A.1** The District of Columbia Department of General Services (“DGS” or “Department”), on behalf of the Office of Planning (OP), is issuing this Request for Qualification Statements (RFQ) to engage one (1) or more Architect-Engineering firms to provide a full range of services.
- A.2** DGS is soliciting Standard Form 330’s (**Attachment A**) and other related documents from experienced Architect-Engineer firms. The form will be used in selecting Architect-Engineering firms to perform the following categories of Architect-Engineering and Architect-Engineering related projects:
- a. Historic Preservation
 - b. Urban Planning and Zoning
 - c. Economic Development Planning
 - d. Architecture and Urban Design
 - e. Environmental Planning
 - f. Transportation Planning
 - g. Facility Planning
 - h. Market Studies
 - i. Demographic Analysis
 - j. Landscape Architecture

A more complete description of these categories is attached as **Attachment B**.

- A.3** DGS will make Architect-Engineer Contractor selections in accordance with the provisions of 27 DCMR Chapter 47. Interested Contractors desiring consideration for Architect-Engineer contracts may request consideration under one (1) or more categories and a separate submission is not required for each category. DGS may select firms for more than one (1) category. However, DGS will award only one (1) contract per Architect-Engineer Contractor. DGS will include in the one (1) contract all of the categories for which the Architect-Engineer Contractor has been selected.
- A.4** DGS will establish a list of Architect-Engineer Contractors awarded a contract and their selected categories. Award will be made to the highest rated Contractors at the conclusion of the evaluation process. A panel of OP staff will conduct evaluations and make award recommendations to the Contracting Officer. Final selection will be made by the Contracting Officer in accordance with Title 27 DCMR Chapter 47. Individual task orders will be negotiated and issued separately by DGS after contract award has been made to selected Architect-Engineer Contractors.
- A.5** DGS will award to each selected Architect-Engineering Contractor an Indefinite Delivery/Indefinite Quantity Contract for a base period of one (1) year with four (4), one (1) year options for a total of five (5) years. DGS will review the list of awarded contracts at the end of each year, and reserves the right to add or delete Architect-Engineer Contractors at any time during the five (5) year period.

A.6 There will be a minimum order guarantee of one (1) billable hour per awarded contract per year regardless of the number of categories for which the Architect-Engineer Contractor is selected, and a maximum of up to \$950,000.00 per year.

A.7 PROCUREMENT SCHEDULE:

The schedule for this procurement is as follows:

- | | |
|---|----------------------------|
| • Issue RFQ | - June 18, 2013 |
| • Pre-proposal Conference | - June 27, 2013 at 11:00am |
| • Last Day for Questions/Clarifications | - July 2, 2013 at 3:00pm |
| • Proposals Due | - July 9, 2013 at 2:00pm |
| • Notice of Award | - TBD |

A.8 ATTACHMENTS:

Attachment A - Standard Form 330 (Architect-Engineer Qualifications)

Attachment B - Description of Categories

Attachment C - Disclosure Statement

SECTION B
SCOPE OF WORK

B.1 SCOPE OF WORK:

This section is not applicable to the RFQ.

SECTION C

ECONOMIC INCLUSION

C.1 PREFERENCE FOR SMALL, LOCAL, AND DISADVANTAGED BUSINESS ENTERPRISES:

C.1.1 General: Under the provisions of the Small, Local, and Disadvantaged Business Enterprise Development and Assistance Act of 2005, D.C. Law 16-33 (codified at D.C. Code § 2-218.01 et seq.), preferences shall be given to Contractors that are certified by the Department of Small and Local Business Development as being a small business enterprise, having resident business ownership, having a longtime resident business, being a local business enterprise, being a disadvantaged business enterprise, being a local business enterprise with its principal office located in an enterprise zone, being a veteran-owned business enterprise, or being a local manufacturing business enterprise. (A copy of the certification acknowledgment letter must be submitted with the Contractor's Proposal.) In accordance with these laws, the following preferences shall be awarded in evaluating a Contractor's proposal:

- Three (3) preference points shall be awarded if the Contractor is certified as having a small business enterprise.
- Five (5) preference points shall be awarded if the Contractor is certified as having a resident business ownership.
- Five (5) points shall be awarded if the Contractor is certified as having a longtime resident business.
- Two (2) preference points shall be awarded if the Contractor is certified as a local business enterprise.
- Two (2) preference points shall be awarded if the Contractor is certified as being a local business enterprise with its principal office located in an enterprise zone.
- Two (2) preference points shall be awarded if the Contractor is certified as a disadvantaged business enterprise.
- Two (2) preference points shall be awarded if the Contractor is certified as a veteran-owned business enterprise.
- Two (2) preference points shall be awarded if the Contractor is certified as a local manufacturing business enterprise.

C.1.2 Information: For information regarding the application process, contact the Department of Small and Local Business Development at the following address or telephone number:

Department of Small and Local Business Development
One Judiciary Square Building
441 4th Street, NW, 9th Floor
Washington, DC 20001
(202) 727-3900 (Telephone)
(202) 724-3786 (Fax)

SECTION D

EVALUATION AND AWARD CRITERIA

D.1 SELECTION CRITERIA:

Proposals will be evaluated in accordance with **Part D** of this RFQ. The following evaluation criteria will be used:

- Technical Approach (40 points)
- Technical Expertise (25 points)
- Past Performance (35 Points)

D.2 EVALUATION PROCESS:

The Department will evaluate submissions and any best and final offers in accordance with the provisions of this **Section D** and the Department's Procurement Regulations.

D.3 EVALUATION COMMITTEE:

Each submission will be evaluated in accordance with this **Section D** by an Evaluation Committee consisting of OP staff. The Evaluation Committee will prepare a written report summarizing its findings and submit the same to the source selection official. Based on the information submitted by the Contractors in response to this RFQ and the report prepared by the Evaluation Committee, the source selection official will select the Contractor(s) whose submissions are determined by the source selection official to be the most advantageous to the Department. Individual task orders will be negotiated and issued separately by DGS after contract award has been made to selected Architect-Engineer Contractors.

D.4 ORAL PRESENTATION:

The Department does not intend to interview Contractors; however, the Department reserves the right to interview Contractors in the competitive range if necessary. If the Department conducts such interviews, each Contractor within the competitive range shall make an oral presentation to the Department's Evaluation Committee, and participate in a question and answer session. The purpose of the oral presentation and the question and answer session is to permit the Evaluation Committee to fully understand and assess the qualifications of each Contractor and the Contractor's key personnel. The submission will be re-scored at the conclusion of the oral presentation.

D.4.1 Length of Oral Presentation

Each Contractor will be given up to 60 minutes to make the presentation. At the end of the initial presentation, there will be a break for approximately 45 minutes for the

Evaluation Committee to assess the presentation and prepare questions. The Contractor shall then respond to questions from the Department's Evaluation Committee for no more than 90 minutes.

D.4.2 Schedule

The order of presentation will be selected randomly and the Contractors will be informed of their presentation date before the beginning of oral presentations. The Department reserves the right to reschedule any Contractor's presentation at the discretion of the Contracting Officer.

D.4.3 Contractor Attendees

The oral presentation will be made by the Contractor's personnel who will be assigned the key jobs for this project. Each Contractor will be limited to 7 persons. The job functions of the persons attending the presentation will be considered to be an indication of the Contractor's assessment of the key areas of responsibility that are deemed essential to the successful completion of the project.

D.4.4 Topics

The Contractor may present information about its capabilities and special qualifications to serve as a Contractor for this Project, including the qualifications of key personnel.

D.5 PROPOSAL EVALUATION:

Each proposal will be scored on a scale of 1 to 100 points. In addition, Contractors will be eligible to receive up to 12 preference points as described in **Section C.1** of this RFQ for participation by Local, Small or Disadvantaged Business Enterprises. Thus, the maximum number of points possible is 112. The contract will be awarded to the contractor whose proposal conforming to the solicitation is deemed most advantageous to the District.

SECTION E

PROPOSAL ORGANIZATION AND SUBMISSION

This section outlines specific information necessary for the proper organization and manner in which Contractors' Proposals shall be proffered. References are made to other sections in this RFQ for further explanation.

E.1 SUBMISSION IDENTIFICATION:

Submissions shall be proffered in an original and six (6) copies of their Standard Form 330, Architect-Engineer Qualifications in a sealed envelope conspicuously marked "**Statements of Qualifications – Architect-Engineering Services for the Office of Planning.**" All Contractors desiring consideration for Architect-Engineer contracts must include all information relating to the firms qualifications in the standard form. Inclusion by reference to other materials is not acceptable.

E.2 DELIVERY OR MAILING OF SUBMISSIONS:

Submissions shall be delivered or mailed to:

**Department of General Services
Attn: Annmarie McQueen
2000 14th Street, NW, 8th Floor
Washington, D.C. 20009
Phone: (202) 727-2800**

E.3 DATE AND TIME FOR RECEIVING SUBMISSIONS:

Submissions shall be received no later than 2:00 pm local time on July 9, 2013. The Contractor assumes the sole responsibility for timely delivery of its submission, regardless of the method of delivery.

E.4 SUBMISSION SIZE, ORGANIZATION AND CONTRACTOR:

All submissions shall be submitted on 8-1/2" x 11" bond paper and typewritten. Telephonic, telegraphic, and facsimile submissions shall not be accepted. The Department is interested in a qualitative approach to presentation material. Brief, clear and concise material is more desirable than quantity. The submission shall be organized in one (1) volume as follows:

E.4.1 Disclosure Form

Each Contractor shall submit a Disclosure Statement substantially in the form of **Attachment C.**

E.4.2 General Information

E.4.2.1 Each Contractor desiring consideration for Architect-Engineer contracts shall submit six (6) copies of their Standard Form 330, Architect-Engineer Qualifications, and related documents requested below, in a sealed envelope conspicuously marked **“Statements of Qualifications – Architect Engineering Services for the Office of Planning.”** All Contractors desiring consideration for Architect-Engineer contracts shall include all information relating to the firm’s qualifications in the standard form. Contractors shall also submit (along with a completed SF330) the following:

- 1) An organization chart;
- 2) Samples of at least two (2) written work products;
- 3) Completed performance evaluations for at least three (3) projects; and
- 4) Written responses to the other items mentioned below.

E.4.2.2 The Standard Form 330 consists of six (6) pages. Contractors desiring consideration for Architect-Engineer contracts may submit twenty (20) additional double-sided pages for a total not to exceed forty-six (46) pages for the entire form. Please note that the Contractor’s completion of SF 330 Part 1 Section C, indicating potential subcontractors, is not required since it is not DGS’s intent to undertake evaluation of proposed subcontractors or teams of firms. The Contractor shall only include information on itself so that the OP can evaluate the Contractor’s qualifications.

E.5 EVALUATION CRITERIA:

The evaluation criteria for selection are listed below:

E.5.1 Technical Approach 40 points

- a) Understanding of the District's requirements and goals of the services to be provided.
- b) Technical approach and methodology to be used to fulfill the required services including quality assurance to ensure the timely production of accurate, complete deliverables.
- c) Understanding of District development issues and trends.
- d) Innovative concepts, ideas, or methods to be used by the Contractor to successfully complete the District's requirements and the expected benefit or advantage to be realized by the District for the idea(s).

E.5.2 Technical Expertise 25 points

- a) Discussion of staffing plan to be used in the fulfillment of the required services including the rationale of the plan and relative experience of the organization and the staff members performing services similar in size and scope as the required services.
- b) Provide a description of the qualifications of the team members, including team leaders and/or principals.
- c) Organization chart reflective of staffing plan with resumes, etc., for all those appearing on the organization chart.

E.5.3 Past Performance 35 points

- a) List of contracts and subcontracts that the Contractor has performed in the last five (5) years similar in size and scope as the required services.
- b) Sample of work product, writing or graphics, completed from at a minimum two (2) of the contracts listed above. Readability and clarity of written or graphic material is important.
- c) Completed performance evaluation form from a minimum of three (3) of the contracts/subcontracts listed above.

SECTION F
BIDDING PROCEDURES & PROTESTS

F.1 CONTACT PERSON:

For information regarding this RFQ please contact:

*Annmarie McQueen
Contract Specialist
Department of General Services
2000 14th Street, NW, 8th Floor
Washington, D.C. 20009
Phone: (202) 671-2255
E-mail: annmarie.mcqueen@dc.gov*

F.2 PRE-PROPOSAL CONFERENCE:

A pre-proposal conference will be held on June 27, 2013 at 11:00 a.m. at **Frank D. Reeves Center, 2nd Floor Community Room, 2000 14th Street, NW, Washington, DC 20009**. Contractors are strongly encouraged to attend.

F.3 EXPLANATIONS TO PROSPECTIVE CONTRACTORS:

F.3.1 Each Contractor shall carefully examine this Request for Proposals and any and all amendments, addenda or other revisions, and thoroughly familiarize itself with all requirements prior to proffering a submission. Should an Contractor find discrepancies or ambiguities in, or omissions from, the RFQ and amendments, addenda or revisions, or otherwise desire an explanation or interpretation of the RFQ, any amendments, addenda, or revisions, it must submit a request for interpretation or correction in writing. Any information given to an Contractor concerning the solicitation will be furnished promptly to all other Contractors as an amendment or addendum to this RFQ if in the sole discretion of the Department that information is necessary in proffering submissions or if the lack of it would be prejudicial to any other prospective Contractors. Oral explanations or instructions given before the award of the contract will not be binding.

F.3.2 Requests shall be directed to Annmarie McQueen at the e-mail address listed in Section F.1 no later than 3:00 p.m. local time on July 2, 2013. The person making the request shall be responsible for prompt submittal.

F.4 PROTESTS:

Protests shall be governed by §4734 of the Department's Procurement Regulations (27 DCMR, Chapter 47). The District of Columbia Contract Appeals Board shall be the exclusive hearing tribunal for bid protests and disputes in connection with decisions by

the Chief Contracting Officer (CCO) under §4732 and §4733. Claims shall be made in accordance with Title X of the 2010 Procurement Practices Reform Act.

F.5 CONTRACT AWARD:

This procurement is being conducted in accordance with the provisions of the Department's Procurement Regulations (27 DCMR, Chapter 47).

F.6 RETENTION OF SUBMISSIONS:

All submissions will be retained by the Department and therefore will not be returned to the Contractors. With the exception of proprietary financial information, the submissions will become the property of the Department, and the Department has the right to distribute or use such information as it determines.

F.7 EXAMINATION OF SUBMISSIONS:

Contractors are expected to examine the requirements of all instructions (including all amendments, addenda, attachments and exhibits) in this RFQ. Failure to do so shall be at the sole risk of the Contractor and may result in disqualification.

F.8 LATE SUBMISSIONS/MODIFICATIONS:

F.8.1 Any submission or best and final offer received at the Department designated in this RFQ after the exact time specified for receipt will not be considered.

F.8.2 Any modification of a submission, including a modification resulting from the CCO's requests for best and final offers, is subject to the same conditions as in F.8.A stated above.

F.8.3 The only acceptable evidence to establish the time of receipt at the Department's office is the time-date stamp of such installation on the submission wrapper or other documentary evidence of receipt maintained by the installation.

F.8.4 Notwithstanding any other provisions of this RFQ to the contrary, a late modification of an otherwise successful submission which makes its terms more favorable to the Department may be considered at any time it is received and may be accepted.

F.8.5 Submissions shall be irrevocable and remain in full force and effect for a period not less than one hundred twenty (120) days after receipt of submissions.

F.9 NO COMPENSATION FOR PREPARATION OF SUBMISSIONS:

The Department will not bear or assume any financial obligations or liabilities regarding the preparation of any submissions submitted in response to this RFQ, or prepared in

connection therewith, including, but without limitation, any submissions, statements, reports, data, information, materials or other documents or items.

F.10 REJECTION OF SUBMISSIONS:

The Department reserves the right, in its sole discretion:

F.10.1 To cancel this solicitation or reject all submissions.

F.10.2 To reject submissions that fail to prove the Contractor's responsibility.

F.10.3 To reject submissions that contain conditions and/or contingencies that in the Department's sole judgment, make the submission indefinite, incomplete, otherwise non-responsive, or otherwise unacceptable for award.

F.10.4 To waive minor irregularities in any submission provided such waiver does not result in an unfair advantage to any Contractor.

F.10.5 To take any other action within the applicable Procurement Regulations or law.

F.10.6 To reject the submission of any Contractor that has submitted a false or misleading statement, affidavit or certification in connection with such submission or this Request for Proposals.

F.11 LIMITATION OF AUTHORITY:

Only a person with prior written authority from the CCO shall have the express, implied, or apparent authority to alter, amend, modify, or waive any clauses or conditions of the contract. Furthermore, any alteration, amendment, modification, or waiver of any clause or condition of this RFQ is not effective or binding unless made in writing and signed by the CCO or its authorized representative.

SECTION G

INSURANCE REQUIREMENTS

G.1 REQUIRED INSURANCE:

The Architect-Engineer Contractor will be required to maintain the following types of insurance throughout the life of the contract. Any and all premiums or deductibles associated with such coverage shall be paid by the Architect.

- G.1.1** Commercial general public liability insurance ("Liability Insurance") against liability for bodily injury and death and property damage, such Liability Insurance to be in an amount not less than One Million Dollars (\$1,000,000) for liability for bodily injury, death and property damage arising from any one occurrence and One Million Dollars (\$1,000,000) from the aggregate of all occurrences within each policy year. The policy should include completed operations coverage.
- G.1.2** Workers' compensation and Employers Liability coverage providing statutory benefits for all persons employed by the Architect-Engineer Contractor, or its contractors and subcontractors at or in connection with the Work.
- G.1.3** Errors and Omissions coverage written on a claims made basis and having an aggregate policy limit of at least One Million Dollars (\$1,000,000).
- G.1.4** The Architect-Engineer Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this Insurance Section prior to commencing work. Evidence of insurance shall be submitted to:

Diane B. Wooden
Manager of Construction Services
Department of General Services (DGS)
2000 14th Street, N.W. – 8th Floor
Washington, D.C. 20009
Telephone: (202) 671-2405
E-mail: diane.wooden@dc.gov